Change your voicemail greeting using your phone, the Communicator app, or by calling in remotely.

When your Vast services were installed, you entered a PIN# for your voicemail. You'll need that here. If you don't remember your password, please talk to your site representative or call us at 866-991-7490 to reset your PIN#.

Change your voicemail greeting using your phone:

1. Touch the envelope icon in the upper lefthand corner of your TeleCloud station.
2. If requested, enter your PIN #.
3. Select 1 for voicemail box.
4. Select 3 for changing your "no answer" greeting, or 2 for your "busy" greeting.

   Note: The greeting callers get will be your "no answer" greeting unless you have Do Not Disturb activated.

5. Select 1 to record a new greeting.
6. Record your greeting and select 1 once complete.
7. Your message is now recorded. Repeat for the other greeting if needed.

Change your voicemail greeting using your Communicator phone app:

1. On your dialpad - touch and hold the 1 key until voicemail picks up.
2. Follow steps 2-7 above.

Change your voicemail greeting when calling in remotely from another phone:

1. Call the direct dial number related to the voicemail you want to change.
2. When the voicemail message starts, press the * key on your dialpad.
3. Follow steps 2-7 above.

If you need help with any of this, simply **give our technical team a call at 866-991-7490** and we will be happy to help you out.